

**Typos or spelling and grammar mistakes**

**No contact information included**

**Not tailored to the specific job**

**Lacked a formal objective**

# **Top Mistakes Made On Resumes**

**Too long**

**Did not include important education information, such as their graduation year or GPA**

**Used unnecessary industry jargon**

**The address was listed as out of state**

Source: iCIMS.com, 2018

***career*tech**

**RCCTA** Resource Center for  
CareerTech Advancement

<https://www.okcareertech.org/educators/resource-center>